

**Houghton Valley School Board of Trustees Meeting
14 December 2020**

Meeting opened: 7pm

Present: Richard Carroll, Bret McKenzie, Ange Williams, Teneti Ririnui, Luana Carroll, Steph Bosch, Susan Hall, Jos Abernethy

Conflict of Interest: None

Last months Minutes: Approved

1. Covid-19 update

Leadership team have been talking about plans for holidays if anything was to happen re Covid. Good to get transition teachers in this term so children know who they will be with next year. Sufficient supplies have been ordered.

2. Principal's Report

End of Year data shows good improvement since mid-year. Noted trends across year groups. Since Covid attendance has been higher than usual (no whanau away on trips abroad). Additional programmes have demonstrated a real benefit to children.

HVS applied for urgent response funding which we were successful in being awarded. Engagement levels of children have been high which is a real positive, particularly given the year and challenges around Covid.

Jill submitted an End of Year Report for Reading Recovery. She has worked with seven children; the programme has shown excellent groups. Great to see whanau engage with supporting children. Jill has attended all the PLD sessions; she's set up for next year to continue the programme.

Year 5/6 school camp was a great success. Luana wanted to acknowledge the time and work put in by Miriam, Fiona and Lauren Sims.

Preliminary engineer designs for construction project was discussed. Top bank not identified as a priority, but recognised as huge financial commitment. Hopefully planning will be completed by January 2021 to be undertaken in April 2021 school holidays.

Noted achievements for the year and what the school has managed to achieve during a difficult year; great support from community. Note what needs to be focused on next year, e.g. school role and enrolments. Teneti recognised the importance of work around our role for next year. Jos noted work she did about promoting HVS to ECE's, particularly around the time of the Covid lockdown.

Luana noted thanks to Richard and Susan for their contribution to the Board of Trustees. All acknowledged and thanked both for their great contribution to HVS.

Tomorrow (Tuesday 15 December) will have poroaki for staff leaving (Jos, Lauren Peatfield, Monnie, and Lucy). Want to acknowledge work done especially by Jos and Monnie during their time at HVS.

Luana noted lots of accidents happening at school at the moment. Children all tired and ready for a break.

3. Budget Review

Nothing to Report. Bret and Luana to review budget detail.

Need to consider how the 2020 Activity Fee can be transferred to 2021. Urgent Response Funding to be channelled into 2021 budget. Final funding for Teacher Aids not due until April 2021, so need to be aware how that will be reflected in monthly expenses (as will appear to be over-spend until final instalment is paid next year).

Noted ongoing costs of maintenance for school assets and the benefit of having a good understanding of regular outgoing costs involved for budgeting.

Meeting into Committee: 8.00pm

Meeting out of Committee: 8.25pm

4. Board of Trustees Election

Results should be all in now and Flic will advise Chair tomorrow morning (Tuesday 15 December). Board Chair will then phone and advise individuals of results.

5. Nomination and Election of Interim Chair

First meeting of the year involves the election of the Board Chair. Because Richard finishes his term on the Board on Wednesday 16 December, the Board felt important there should be an interim Chair until February 2021 (particularly in case anything happens with Covid during the summer break).

Asked for self-nominations. Bret was the only nominee, so nomination uncontested and Bret to take over Chair from Richard Wednesday 16 December 2020.

Luana proposed Monday 22 February as first Board meeting of 2021. Agreed.

6. Any other Business

Bret reported last Home & School meeting was a great success with a good turnout.

Meeting closed: 8.45pm



